

**BY ORDER OF THE COMMANDER
HQ 341ST SPACE WING (AFSPC)
MALMSTROM AIR FORCE BASE MT
59402-7538**

MALMSTROM AFB INSTRUCTION 36-2802

13 October 1998

Personnel



**COMPANY GRADE OFFICER OF THE
QUARTER/YEAR PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is not available digitally. Contact your Publishing Distribution Office (PDO) to establish requirements.

OPR: 341 SW/CGOC
(1st Lt Patrick B. Monahan)
Supersedes MAFBI 36-2802, 28 February 1995.

Certified by: 341 SW/CV
(Col J. Gregory Pavlovich)
Pages: 5
Distribution: FX (HQ AFSPC/DPPQ,
150 Vandenberg St, Ste 1105,
Peterson AFB CO 80914-4560..... 1)

This instruction implements AFPD 36-28, *Awards and Decorations*, and establishes the Company Grade Officer of the Quarter/Year Program for Malmstrom Air Force Base (AFB). It assigns responsibility, prescribes procedures, establishes selection criteria, and lists awards to be presented. This instruction applies to all personnel assigned to Malmstrom AFB and associate units.

SUMMARY OF REVISIONS

This revision of MAFBI 36-2802 changes **1.1, 1.3, 1.4, 1.5, 2.2.1, 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.2, 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5, Attachment 1, Attachment 2**, and updates MW to SW. A | indicates revisions from the previous edition.

1. Nominations. All company grade officers assigned to Malmstrom AFB and associate units are eligible for nomination except as noted in paragraph **1.6**. Nomination packages are due to the 341 SW/CV on 1 April, 1 July, 1 October, and 1 January (or first duty day thereafter). Nominations received too late to be considered will be returned to the appropriate group commander.

1.1. Each group commander and the wing staff are authorized one nomination for the quarterly and yearly boards. The yearly nomination is in addition to the four quarterly award winners.

1.2. Nomination packages should be in the format of **Attachment 1**. Accomplishments should be listed in bullet statement format and in chronological order. Accomplishments are limited to the quar-

ter for which the individual has been nominated; except for the Air Force/Civilian Awards, Prizes. Educational accomplishments may be cumulative.

1.3. Nomination packages for the yearly award use the quarterly award format ([Attachment 1](#)). Accomplishments for yearly award packages include information from the entire calendar year. All quarterly award winners are automatically chosen for consideration at the yearly board; therefore, the nomination packages for the quarterly award winners should be updated accordingly when resubmitted.

1.4. The AF Form 1206, **Nomination for Award**, will be used to list each nominee's accomplishments during the quarter/year. A one page AF Form 1206 is required for both the quarterly and annual packages. Group specific accomplishments according to the categories listed in paragraph [2.1](#).

1.5. A Seven Liner personal narrative must be included in the quarterly/annual package ([Attachment 2](#)).

1.6. Any potential nominee who meets one of the following criteria will be ineligible for consideration:

1.6.1. Personnel identified as not meeting body fat standards IAW AFI 40-502, *The Weight Management Program*.

1.6.2. Personnel who have received administrative or non-judicial punishment during the preceding 12 months.

1.6.3. Personnel with an Unfavorable Information File (UIF).

1.6.4. Personnel who have already been awarded the honor of Company Grade Officer of the Quarter

during the calendar year (quarterly award only).

2. Board Procedures. The Malmstrom AFB Company Grade Officer of the Quarter will be selected in April, July, October, and January of each year. A selection board will review the nomination packages, interview the nominees, and recommend the individual best qualified for the award to the 341 SW Commander. The 341 SW/CV or designee will preside over the board and each Group CD or substitute (field grade officer) will serve on the board. The Company Grade Officers' Committee's (CGOC) project officer will serve as recorder and will coordinate the logistics of board meetings. The CGOC project officer will coordinate the proper recognition for nominees and winners with the installation Senior Enlisted Advisor.

2.1. Each board member will judge the nomination package and assign a score to each category listed below:

2.1.1. Performance/Mission Impact (0-20 points).

2.1.2. Leadership Qualities (0-15 points).

2.1.3. Significant Self-Improvement (0-15 points).

2.1.4. Unit/Base/Community Contributions (0-15 points).

2.1.5. Air Force/Civilian Awards, Prizes (0-10 points).

NOTE:

A nomination package score ranging from 0-75 points will be awarded by each board member. An individual nominee's score will be the average score awarded for his or her package.

2.2. Commanders must ensure that nominees make every effort to be available for the interview with the board. Board members and nominees meeting the board will wear service dress uniform. Each board member will judge the nominee's interview and assign a score to each category listed below:

2.2.1. Knowledge of Air Force Programs (0-5 points).

2.2.2. Current Events Knowledge (0-5 points)

2.2.3. Communication Skills (0-5 points).

2.2.4. Personal Appearance (0-5 points).

2.2.5. Military Bearing (0-5 points).

NOTE:

An interview score ranging from 0-25 points will be awarded by each board member. An individual nominee's score will be the average score received for the interview.

2.3. The final score for each nominee will be the average of the nomination package score and the interview score. In the event that a nominee cannot meet the board, their final score will consist of the average score received for the nomination package. The nominee with the highest final score shall be recommended to the 341 SW Commander as the best qualified individual for the award.

3. Recognition of Nominees and Winners.

3.1. All nominees receive a certificate of merit signed by the 341 SW Commander and a 24-hour pass consistent with staffing and mission requirements.

3.2. Individuals selected as Company Grade Officer of the Quarter/Year will receive the following awards as recognition of their achievements:

3.2.1. A plaque from the wing.

3.2.2. Gifts from outside agencies (varies with participation from sponsors).

3.2.3. Recognition in the base newspaper and the local off-base paper.

3.2.4. A 48-hour pass consistent with staffing and mission requirements.

3.3. In addition to the appropriate plaques, certificates, gifts, and duty passes, the yearly award winner will be identified as the Malmstrom AFB Company Grade Officer of the Year and will be submitted to the appropriate MAJCOM for higher headquarters competitions.

GLENN C. WALTMAN
Brigadier General, USAF, Commander

Attachment 1**SAMPLE NOMINATION LETTER
(Official Letterhead)**

MEMORANDUM FOR 341 SW/CV

FROM: Group/CC

SUBJECT: Company Grade Officer of the Quarter/Year Nomination

1. (Rank and full name of officer) from the (group assigned) is nominated for Company Grade Officer of the Quarter/Year.

2. Personal data:

a. Duty Section:

b. Duty Title/Position

AFSC: TAFMSD: TAFSCD:

c. Education Level (including PME):

(Group/CC Signature Block)

Attachments:

1. AF Form 1206, **Nomination For Award** (Accomplishments)
2. Seven Liner

Attachment 2

**SEVEN LINER
FOR QUARTERLY AWARDS BANQUET**

Full Name: John Doe

Rank: First Lieutenant

Squadron: 341st Contracting Squadron (CONS)

Hometown: Athens, Georgia

SSAN: xxx-xx-xxxx

Home Address: 4541B Goddard Dr.
Great Falls MT 59405

Date Arrived on Station: 1 September 1995

Duty Title: Chief of Contracting

Guest Name: Jane Doe

Relationship: Spouse

1Lt John Doe is a Contracting Officer for the 341st LG and has been at Malmstrom since SEP95. As the Chief of Outsourcing and Privatization, Lt Doe is responsible for the execution of the A-76 cost comparison process for base supply. His leadership has helped capture a \$20 million savings within base supply, a savings of more than 4 times that of the Government estimate. Lt Doe was the alternate installation project officer for AFAF and the wing's project officer in charge of Maj Gen Smith's visit. He is also heavily involved as a Special Olympic soccer coach and basketball tournament committee member. Lt Doe is accompanied by his wife, Jane.